



FREQUENTLY ASKED FACILITY RENTAL QUESTIONS

1. Do I need to make a reservation?
Yes – for any Recreation Center or the Albert H. Dewitt Officers' Club (O'Club), or field use. Yes – to guarantee a picnic area, but many of our picnic areas are first-come, first-serve.
2. What are the fees and charges?
Fees range from \$25 - \$150 per hour depending on the facility desired. All fees are detailed in the supplemental informational / policy handouts.
3. May alcohol be served?
Only inside our Recreation Centers and O'Club with proper insurance. No alcohol is allowed in our outdoor areas.
4. Is there a deposit to rent facilities?
Yes - Refundable Cleaning and Security Deposit is required at the time of booking for: Recreation Centers - \$300; and Albert H. Dewitt Officers' Club - \$500 or \$750.
5. When are fees due?
All fees must be paid when reserving facilities (centers, picnics, and fields). The O'Club security deposit secures your date, then fees are due 14 days prior to event.
6. Can I reserve a facility for certain date, every month ALL YEAR?
No group may reserve on a regular basis (month to month, or weekly).
7. Does the Department provide set-up and clean-up?
No - Set-up and clean-up are included in the rental time, and the responsibility of the renter. Yes – Set-up of tables and chairs is part of the rental fees for the O'Club only. Renters are responsible for cleaning.
8. Does the Department provide equipment (P.A.s, tables, chairs, etc.)?
We provide what is already at the Rec Center (i.e., chairs, tables). No extra equipment will be provided.
9. "We don't need anyone on duty, can we have someone just open the bathrooms?"
No - a staff member must be present and onsite during your rental.
10. "Can I get a refund?"
In case of a rainy day picnic, we encourage a reschedule. Please see our policies for all fee, cancellation, and refund information. Deposits are refundable.
11. How do I know if a facility is available?
Please contact our office during normal business hours for availability.